| TITLE: User Entities in IDD |
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| Purpose |

To establish the procedures to get and maintain an IDD user ID.

| IDD "User Name" Format |

IDD User Entities must be named as follows:

    Characters 1   "U"   Constant

    Characters 2-4   "###"   An Accounting Number

    Characters 5   "@"   An Accounting Letter

    Characters 6-8   "???"   Any letters or digits

Example: U079ADBA

| Procedure to Add IDD Users |

1. Write a memo to the manager of Data Base Administration Subdivision
    (DBAS) that list the desired user names. A specific effective date
    and time may be requested.

2. DBAS verifies that the requested user name do not yet exist. For
    each that does, DBAS phones the memo signer to get a substitute name.

3. DBAS phones the memo signer to get a password for each user name.

4. DBAS adds the user entities with password and name of the memo signer
    to IDD user entities. The job that does this will be "deadlined" to
    be run at the date and time requested in the memo.

5. DBAS notifies the memo sigher that the action is complete.

| Procedure to Modify or Delete IDD Users |

1. Write a memo to the manger of DBAS that list the user names to be
    modified and describe the actions to be taken. Do not list new
    passwords, however. A specific effective date and time may be
    requested.

2. If new passwords have been requested, DBAS phones the memo signer to
    get the new passwords.

3. DBAS makes the requested changes. The job that does this will be
    "deadlined" to run at the date and time requested in the memo.

4. DBAS notifies the memo signer that the action is complete.

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| Caveat on Adding and Modifying IDD Users |
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DBAS will not add or modify IDD user entities if the requestor does not
have authority and/or permission to alter the entity as the request
states. Specifically, permission to access data base data and IDD
entities will not be granted unless proper permission is obtained from
the IDD user or IDMS user responsible.

        This document is the current version of Advisory 2.15.2202
        that had been issued by the Comptrollers Data Processing Division